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GAVIN NEWSOM
GOVERNOR

April 14, 2020

PIN 20-07-CCP
(Updated June 17, 2020)

TO: ALL CHILD CARE FACILITY LICENSEES AND PROVIDERS

FROM: *Original signed by Pamela Dickfoss*
PAMELA DICKFOSS
Deputy Director
Community Care Licensing Division

SUBJECT: **CORONAVIRUS DISEASE 2019 (COVID-19) TALKING POINTS
FROM THE CHILD CARE LICENSING STAKEHOLDER CALLS
HELD ON MARCH 17, 2020, AND APRIL 1, 2020**

Provider Information Notice (PIN) Summary

PIN 20-07-CCP provides guidance and best practices shared during the child care licensing conference calls regarding Coronavirus COVID-19. This includes information and resources related to the health crisis and responses to providers' questions.

Providers were invited to join informational conference calls concerning the COVID-19 outbreak. This PIN contains a summary of information presented during the conference calls and links to resources shared during the call.

Opening Remarks

Thank you for taking the time to join this conference call to further discuss the current situation related to Coronavirus disease, also referred to as COVID -19. We are thankful for the early learning teachers, providers, and staff who continue to serve families during uncertain times. Your work is just as important as doctors, nurses, and other caregivers on the frontlines. We value the sacrifice so many of you are making to ensure essential workers can battle this health crisis.

If you have specific questions pertaining to a unique situation, please utilize the COVID mailbox. It is CCLCOVID-19INFO@dss.ca.gov. You can always ask for a call back, if this is your preference. We will provide the email address, again at the end of the call for those of you who didn't catch it.

Purpose of Call

- The purpose of the call is two-fold:
 - We aim to provide up-to-date information related COVID-19 and how it is impacting your child care facilities and to recommend best practices to help reduce the spread of COVID-19.
 - There will be an opportunity to ask questions at the end of this call.
- As you may know, COVID-19 is a nationwide health crisis and guidance is rapidly evolving and details remain fluid.
- The State of California is acting quickly to protect public health and safety as we respond to novel coronavirus (COVID-19). We are actively monitoring and preparing should the situation change.
- As part of the state's response to COVID-19, Governor Gavin Newsom declared a State of Emergency to make additional resources available and to formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for the broader spread of COVID-19.
- On March 19, 2020, Governor Newsom issued [Executive Order N-33-20](#) which ordered all Californians to stay home, except as needed for essential infrastructure workers.
- The Executive Order included a [Frequently Asked Question page](#) clarifying, licensed child care facilities may remain open for children of parents or authorized guardians working in essential sectors and other eligible families. I
- Providers should stay abreast of their local county ordinances as guidance may change quite rapidly.
- For child care facilities remaining open, it is important to employ cleaning and sanitizing often and to practice social distancing requirements (This means 6 feet of separation between individuals, to the extent possible.)
- Changing our actions and teaching young children healthy and safe habits in the midst of this health crisis, even for a short period of time will likely save the life of one or more people you know. Each of us has extraordinary power to slow the spread of this disease.
- California is responding rapidly to the evolving situation. Just as with other infectious diseases, not all parts of our state are affected equally at the same time. State and county public health officials are continuously assessing the situation and will alert the community, as the situation evolves.

As a reminder:

You should immediately report any suspected or confirmed outbreak of COVID-19 to:

- Your local health department

- Your local Child Care Regional Office and
- The families in your programs
- For the most up-to-date information, please visit covid19.ca.gov/

You should ensure any policy implemented to address COVID-19 complies with applicable statutes and regulations **OR** you have received permission to waive a requirement pursuant to the Governor's Executive Order.

Overview of Recommendations & Best Practices for Licensees

Community Care Licensing Division wants to stress the importance of taking preventative steps to reduce the spread of COVID-19. Since precautionary actions taken early can significantly reduce the spread of COVID-19, we recommend:

- Following your local ordinances for sheltering in place.
- Wash your hands often with soap and water, avoid touching your face, cover your cough or sneeze with a tissue or your elbow.
- If you are a teacher or staff member working in a child care program, please stay home if you become sick.
- And for those who operate a family child care home, should you become sick, please call your families to inform them you will not be operating or to pick up their children up immediately. This also includes, if you have a family member residing in your family child care home who becomes sick.
- Again, please empower your staff, and stress the importance of staying home, if they are sick and ensure sick leave policies allow staff to stay home if they have symptoms of respiratory infection.
- Require all staff entering the building to wash their hands upon entry and encourage all children, parents, and families to do so as well.
- Teach children a song that correlates with the 20 second count for handwashing or to use the alcohol-based hand sanitizer.
- Set up hand washing and/or alcohol-based hand-sanitizer stations (that contains at least 60% alcohol) immediately inside all entryways and out of reach of children. Post signage clearly in your facility to help ensure that all those entering or exiting your buildings are aware of the risks associated with COVID-19 and the recommended precautions they should take.
- Refrain from sending home class shared manipulatives or materials.

Note: CCL will not be conducting in person annual inspections during the health emergency. Technical Assistance will be provided through virtual Tele-Visits.

Communicating to parents/caregivers/authorized representatives is crucial and should be consistent and ongoing.

Set up a process to communicate consistently with families, including:

- Ensure emergency contact information for every child in care is up to date. This is good time to update emergency cards with families.

- Ensure proactive communication with your families. to make them aware of these restrictions and to keep them up to date. You can always use the PINS or resources listed on our CCL page.

Practice Physical and Social Distancing

Social or physical distancing requires the intentional creation of physical space between individuals who may spread contagious and infectious diseases.

- It additionally requires reducing group sizes and maintaining six feet of distance between everyone, as much as possible.
- Children should remain in the small groups with the same children in a cohort fashion to the extent possible. It is important to keep the same children and teacher or staff with each group.
- Arrange developmentally appropriate activities with smaller group activities, rearrange furniture and play spaces when possible to maintain 6-foot space, when possible. Find creative ways to use yarn, masking tape, or other materials for children to create their own space.
- Many of you have heard these recommendations, but it's important to reiterate because we all have a responsibility to reduce the spread of COVID-19.

General Questions

Question: What if the local health department directives contradict state licensing statute, regulations, or guidelines?

Response:

- Please follow your county local public health ordinances, when it's stricter than state directives because each county may vary.

Question: How do I know when to close?

Response:

- The Child Care Program leaves the decision as to whether a child day care facility should close to the discretion of the licensee unless ordered by local, state, federal authorities with emergency jurisdiction to do so.
- If a licensee has been impacted by an individual who has tested positive for COVID-19 or exposed, please adhere to CDPH's guidelines and contact your local public health department, report the incident to your local regional licensing office, and communicate to your families.
- To best address concerns regarding closures, the [California Department of Social Services](#) (CDSS) is following guidance provided by the [California Department of Public Health \(CDPH\)](#), the [Center for Disease Control](#) and the [World Health Organization](#).

Question: We have received several questions regarding staff pay and tuition.

Response:

Regarding teacher pay and parent tuition, CDSS has no jurisdiction over issues of wages or tuition payments. The California Labor and Workforce Development and California Department of Industrial Relations, Labor Commissioner's Office provides guidance as it relates to employers and workers. FAQs specific to COVID-19 as it relates to laws enforced by the California Labor Commissioner's Office is available on their website. All information and resources can be found at Labor.Ca.Gov/Coronavirus2019.

Question: We have received several questions about sanitizing and disinfecting.

Response: The CDC provides [guidance](#) on how to wash your hands and how to use hand sanitizer. The sanitization of your classroom, if done correctly, will be helpful in preventing the spread of all infectious diseases. First, it is important to understand the difference between cleaning and sanitizing. Cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Disinfecting refers to using chemicals to kill germs on surfaces.

Question: We have received several questions about waivers.

Response:

Given the [Governor's Proclamation of a State of Emergency](#), CDSS has authority to provide waivers related to COVID-19 as it deems necessary. Refer to [PIN 20-04-CCLD](#) for more information.

Please work with your Licensing Program Analyst (LPA) When submitting your emergency waiver request, please ensure that you include facility name, facility #, request, etc. to your LPA. Below is a list of some examples, in which waivers may be granted, but is not an exhaustive list:

- late payment of fees;
- fire clearances for small family child care home to large family child care home capacity;
- building and grounds requirements;
- teacher qualifications or personnel requirements;
- alternative location;

For Continuous Updates: CCLD continues to update guidance related to COVID-19, which can be found on the Community Care Licensing Division's homepage at www.cclld.ca.gov. This includes links to our COVID-19 related Provider Information Notices (PINs) and other relevant information.

- PIN 20-04 was released in March regarding statewide waivers for licensing requirements due to COVID-19.

- We are finalizing a Frequently Asked Question PIN.
- **We have a Dedicated Email:** In addition, CCLD has established a dedicated e-mail address to receive public inquiries related to CCLD-licensed facilities and COVID-19. It is CCLCOVID-19INFO@dss.ca.gov. Please reference [PIN 20-05-CCLD](#) for additional details on this.
- The local regional offices are receiving numerous calls related to frequently asked questions. Please utilize existing resources for most of your general questions, so staff can respond to urgent matters such as processing waivers to accommodate the needs of Providers.
- As mentioned before, CCLD will continue to provide updates and guidance related to COVID-19. Please take advantage of the resources mentioned during this call and don't hesitate to reach out to your [local regional office](#) for additional assistance.